How can you best use your Table Top Scribe?

Follow a book on a journey through digitization.

Select a book

- When selecting a book, make sure it is suitable for digitization. Check the cover, pages, and spine for fragility.
- Group your books by size. Digitize large books with other large books, and small books with small books.
- Select at least a book shelf of books to digitize, so you won't need to stop and start.
- Develop a way to visually track your books. For example, use paper status slips, or label shelves with "Ready to digitize" "Needs attention" and "Digitized".

Collect the metadata

- If loading from MARC records, make sure you have the search ID available for the items you are digitizing.
- If entering metadata manually, it may be helpful to compile this in a spreadsheet ahead of time.
- Make sure you have the minimum metadata required: title, author, and language.

Digitize your book

- Check the focus of the pages when you begin digitization, and throughout the book using the zoom function.
- When beginning to digitize a book, make sure you have enough time to digitize the entire book.
- Some pages are thin and can stick together. Make sure you are only turning one page at a time.
- Use the page assertion tool to check you are capturing all pages.

Check your digital book

- Once your book is online, you can quickly check the metadata to make sure it matches the book you have digitized.
- If desired, you can double check items for missing or blurry pages. This is checked by the Internet Archive during processing if using the Gold Package.
- If downloading books to your own repository, you can begin the process at this time.

Return the book

- If you had a list of items you were digitizing, check this list against the physical volumes to make sure all items are online.
- Before returning the book to the shelf, you may wish to check that the book has been made available online and the processing stage has been complete (if using the Gold Package).
- Your book is now ready to be returned to its home!